

Conflict of Interest Code  
of the  
**HUMAN RESOURCES, DEPARTMENT OF**

Incorporation of FPPC Regulation 18730  
(2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, is hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Director of Personnel, and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

## **HUMAN RESOURCES, DEPARTMENT OF**

### **EXHIBIT "A"**

#### **CATEGORY 1**

Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

#### **CATEGORY 2**

Persons in this category shall disclose all investments and business positions.

#### **CATEGORY 3**

Persons in this category shall disclose all income (including gifts, loans and travel payments) and business positions.

#### **CATEGORY 4**

Persons in this category shall disclose all business positions, investments in, or income (including gifts, loans and travel payments) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

#### **CATEGORY 5**

Designated persons in this category shall disclose all income (including gifts, loans and travel payments) from, investments in, and business positions with any department employee, any agent or employee association representing any such employee and business positions with, investments in or income (including gifts, loans and travel payments) from any entity owned or controlled by such employee or any such employee's spouse or other financial dependent.

## **HUMAN RESOURCES, DEPARTMENT OF**

### **EXHIBIT "A" (Cont'd)**

#### **CATEGORY 6**

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interests shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be determined by the Director of Personnel or his or her designee of the agency. (See footnote for clarification.)

## HUMAN RESOURCES, DEPARTMENT OF

### EXHIBIT "B"

<b><u>Designated Positions</u></b>	<b><u>Disclosure Categories</u></b>
Director of Personnel	1, 2, 3
Chief Deputy Director	1, 2, 3
Assistant Director, HR	1, 2, 3
Senior Human Resources Manager, Employee Benefits Administration	4
Principal Analyst, HR Administrative Services-Budget and Fiscal Unit	4
Principal Analyst, HR Employee Benefits Administration – Contract Section	4
Human Resources Analyst IV Employee Benefits Administration – Operations Section	4
Principal Analyst, HR County Equity Investigation Division	5
Principal Analyst, Human Resources Employee Benefits Administration – Deferred Income Section	4
Human Resources Analyst III Employee Benefits Administration	4
Senior Deputy Compliance Officer	5
Senior Human Resources Manager, Executive Services	4
Senior Human Resources Manager Countywide Examination Administration	4
Senior Human Resources Manager Human Resources Departmental Support	4

## HUMAN RESOURCES, DEPARTMENT OF

### EXHIBIT “B” (Cont’d)

<b><u>Designated Positions</u></b>	<b><u>Disclosure Categories</u></b>
Senior Human Resources Manager Organizational & Employee Development	4
Senior Human Resources Manager	5
Senior Human Resources Manager, Advocacy	4
Senior Human Resources Manager (e-HR)	2, 3
Senior Human Resources Manager, Talent Management	2, 3
Senior Human Resources Manager, HR Impact Team	4
Departmental Human Resources Manager II	5
Human Resources Manager	4
Departmental Finance Manager II	4
Administrative Deputy II	2, 3
Departmental Information Security Officer I	4
Principal Information Systems Analyst	4
Information Technology Manager I	4
Information Systems Supervisor I, Administrative Services MIS	4
Information Systems Analyst II	4
Application Developer I, Administrative Services MIS	4
Human Resources Analyst IV Employee Benefits Administration – Wellness/Contracts Section	4, 5

## HUMAN RESOURCES, DEPARTMENT OF

### EXHIBIT “B” (Cont’d)

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Human Resources Analyst III Employee Benefits Administration – Wellness/Contracts Section	5
Human Resources Analyst III Employee Benefits Administration – Deferred Income Section	5
Human Resources Analyst II Employee Benefits Administration – Deferred Income Section	5
Human Resources Analyst II Employee Benefits Administration – Operations Section	4, 5
Departmental Chief Information Officer I Administrative Services MIS	4
Senior Application Developer Administrative Services MIS	4
Information Technical Support Analyst I Administrative Services MIS	4
Senior Information Systems Analyst Organizational & Employee Development	4
Consultants/New Positions*	6

\* Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Director of Personnel or his or her designee may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Director of Personnel or his or her designee’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

**EFFECTIVE DATE: 09/02/2015**